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Graduate Associate Deans' Group Minutes

Graduate Council

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7-9-2018

## Graduate Associate Deans' Group Minutes - July 9, 2018

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## Graduate Associate Deans

### July 9, 2018 – Minutes

**Members Attending:** Dixie Thompson (Vice-Provost & Dean of the Graduate School) – Chair; Jeffrey Fairbrother (Education, Health, & Human Sciences); Masood Parang (Tickle College of Engineering); John Stier (CASNR); Katherine Ambroziak (Architecture & Design); Michael Palenchar (Communication & Information); Misty Bailey (for Claudia Kirk, Veterinary Medicine); Kate Atchley (for Bruce Behn, Haslam Business); Todd Moore (Arts & Sciences); Alex Long (Law); Roberta Lavin (Nursing); Holly Mercer (Libraries)

Ex Officio: Mary Albrecht, Ernest Brothers, and Sharon Foy (Graduate School)

**I. Welcome & Call to Order at 2 pm by Dixie Thompson.**

**II. Minutes from April 2018 were approved as presented.**

**III. Introduction of New Business Manager**

Dixie introduced Sharon Foy, the new business manager for the Graduate School. The associate deans introduced themselves and named the budget director in their respective colleges.

**IV. Preview of Graduate Blueprint Support Module** – Connie Grove & Jessica Lemon from OIT provided a demonstration of the Support Module in the Graduate Blueprint. This portion of the blueprint will show how financial support gets to students. Hopeful it will be ready by the time fall starts.

**V. Catalog Updates** – Another project we have been working on is the Graduate Catalog. When it is released in a few weeks, you will notice that the Academic Policies and Procedures section has been reordered. It is no longer in alphabetical order, but rather put together by topic in such a way that we hope will be much more user friendly. One of the things we hope to get the colleges to help with is getting the programs into a consistent format. Right now, all of the programs look very different across the board. We have been working on coming up with a new format for the catalog so that the student can look at any program and know immediately what all the requirements are for that program.

We are creating a template that will allow us to fill in all the information for our programs. We are in the process of filling that in now, and then we will send it to departments and ask them to look over it and fill in the areas of the template that is missing. When these templates are completed, it will become the catalog.

Mary Albrecht shared the program template and examples from the catalog as it currently stands. We also want to bring clarity to what the course requirements are. Dixie explained that we are not changing the requirements...that is still up to the departments. Graduate

committees will still make decisions about what courses fulfill the requirements for the degree. We just want a clearer roadmap for students.

This is a work in progress. We will be working on this project throughout the Fall.

- VI. **Branding** – Dixie asked the deans to consider branding for graduate education at the University of Tennessee. What are the words, ideas, concepts & visual images that come to mind and that we want to use when we talk about graduate education here? We want the Graduate School to project that out to the general public (potential students, supporters, contributors, legislators, etc.) We need a clear image of what we are doing here, and that spans a very wide spectrum. What is our global message of who we are? We will discuss this more next time.

VII. **Issues for the Graduate Council/Graduate School to work on in the coming year:**

Jeff asked if they could get a report of the TFGC awards (just a summary). Sharon & Dixie will work on that.

Holly shared that they get questions from students who are preparing for their thesis or dissertation and want to use their own previously published items. They are seeking guidance about how to identify their own prior works. We have found some suggested language and how to address this...what is the best way to share it with students across the board? Dixie asked that they talk with Sarah Stone and/or Sara Bradberry about perhaps sharing it on the website.

Todd asked if it were possible to once again look at ways to increase stipends. Dixie shared that there will be additional monies, and the details are being ironed out. We will talk about this more in the coming weeks. We will continue to advocate for additional funds for our graduate students.

Can we invite Dr. Mandersheid and give him an opportunity to meet this group? Dixie will talk with him and see if that is something he might be able to do.

VIII. **Updates/News from the Group**

- Council schedules will be going out next week. The call for graduate handbooks has gone out.
- Todd Moore – we are examining what different colleges do regarding career planning for graduate students. Perhaps there are things that are offered centrally or by other colleges or departments that might be helpful to students across campus.

Ernest shared that this is one of our strategic priorities. The Council of Graduate Schools has a Career Pathways Survey that is currently looking at this topic. We also have the

Professional Development Network, and we agree that one of our challenges is to determine what is out there that is available to students. This group is comprised of:

- Career Center
- Sponsored Research
- Libraries
- Teaching & Learning Center
- Graduate School

So this is something that we will be looking at and talking about as we move forward.

- Reminder that the New Grad Student Orientation is August 14 and New GTA Orientation is August 16.

Meeting Adjourned

Next meeting: August 9, 2018